

POLICE CAPTAIN

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible supervisory and administrative positions, with a minimum of seven (7) positions within the departmental service. Additional positions within this class may be added as expanded needs dictate. Employees of this class manage all subordinates assigned to their respective divisions and are responsible for seeing that assigned functions are performed and appropriate records are maintained. Police captains work with a high degree of independence. They report to and have work reviewed by an Assistant Police Chief. This class ranks directly below that of Assistant Police Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages the operation of one of the police department divisions. Determines how to organize assigned services of the department, including how to deploy assigned personnel. Conducts inspections of the assigned service, evaluates operations, and takes appropriate actions to correct or improve problem areas. Reviews incoming communications and takes action or assigns the matter to the appropriate subordinate for reply. Prepares a divisional operating budget and authorizes the expenditure of funds allocated for division operations. Writes reports and completes all forms and records required for the division.

Manages assigned personnel by assigning work or duty areas, evaluating work performance and written reports, providing assistance in technical areas of work, providing on-the-job training, counseling employees who are experiencing work problems, resolving employee complaints and grievances, and maintaining discipline.

Investigates complaints against department personnel and recommends action to be taken. Organizes and manages personnel recruitment and selection programs. Interviews prospective employees and makes recommendations for hiring.

Supervises the preparation and maintenance of departmental records and reports by reviewing records completed by subordinates and

periodically inspecting systems and facilities for maintaining such.

Makes speeches or conducts demonstrations on law enforcement subjects at schools or meetings of citizen's groups. Answers telephone inquiries about the operation of the police department or any related areas of law enforcement operations.

Develops a training program for the department and sees that such program is properly staffed and supplied with training resources.

Supervises the general care, maintenance, and use of departmental equipment, motor driven vehicles, stations and grounds, and other related property.

Manages the law enforcement operations of the department including patrol operations, traffic control and accident investigation, and criminal investigation. Directs the operation of these divisions and oversees the work of all subordinate employees who perform law enforcement functions.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

Must possess a valid Louisiana driver's license.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must be a regular and permanent employee in the class of Police Lieutenant.

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Rev	03-18-54
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	03-12-91
	09-22-93
	06-15-94
	07-08-98
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